



FIRE PROGRAM ANALYSIS (FPA) SYSTEM TASK ORDER OFFER
RFP RMAST-03-037

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| NAME AND ADDRESS OF CONTRACTOR: | PAYMENT WILL BE MADE BY: USDA Forest Service Attn: Joy L. Bartlett PO Box 25127 Lakewood CO 80225 |
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| CONTRACTOR'S AGREEMENT: Contractor agrees to furnish and deliver the items or perform services to the extent stated in this document for the consideration stated. The rights and obligations of the parties to this order shall be subject to and governed by the GSA contract and this document and any others attached or incorporated by reference. | AWARD: The Government hereby accepts your offer on this order as reflected in this award document and resulting purchase order. The rights and obligations of the parties to this order shall be subject to and governed by the GSA contract and this document and any other attached or incorporated by reference. |
| SIGNATURE OF AUTHORIZED PERSON: | UNITED STATES OF AMERICA: |
| NAME OF SIGNER: | NAME OF CONTRACTING OFFICER: Cheryl A. Smith |
| TITLE OF SIGNER: | |
| DATE: | DATE: |

SCHEDULE OF ITEMS

| <u>ITEM #</u> | <u>TASK</u> | <u>EST HOURS</u> | <u>EST TOTAL COST</u> |
|---|--|----------------------|---------------------------|
| Base Item | | | |
| 1 | Develop and Maintain Comprehensive Project Management Plan | _____ | _____ |
| Optional Items (IAW FAR 52.217-7, Option for Increased Quantity-Separately Priced Line Item) | | | |
| 2 | Conduct Earned Value Reporting | _____ | _____ |
| 3 | Review and Refine Conceptual Architecture | _____ | _____ |
| 4 | Refine Business Process Requirements | _____ | _____ |
| 5 | Define Technical Architecture | _____ | _____ |
| 6 | Develop Iteration 1 – Optimization Model | _____ | _____ |
| 7 | Develop Iteration 2 – Data Inputs/User Interface | _____ | _____ |
| 8 | Develop Iteration 3 – Reports and Outputs | _____ | _____ |
| 9 | Develop Iteration 4 – National Database | _____ | _____ |
| 10 | Prepare FPA System and User Documentation | _____ | _____ |
| 11 | Perform Verification and Validation (Beta Test) | _____ | _____ |
| 12 | Perform Data Migration | _____ | _____ |
| 13 | Deliver FPA System | _____ | _____ |
| 14 | Develop and Conduct User Training | _____ | _____ |
| 15 | Develop Security Plan | _____ | _____ |



**Fire Program Analysis
(FPA) System
Preparedness Module**

**TASK ORDER
STATEMENT OF WORK**

**Solicitation Number:
RMAST-03-037**

**Proposal Deadline:
February 28, 2003 – 12 Noon MST**

January 24, 2003

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1.0 STATEMENT OF WORK

1.1 PROJECT BACKGROUND AND INTRODUCTION

The Fire Program Analysis (FPA) System is a common, interagency system for wildland fire analysis, planning and budgeting. The Preparedness Module will be the first release of the FPA System. Preparedness refers to the capabilities (i.e., equipment and personnel) necessary to accomplish initial attack on unwanted fire starts. The FPA Preparedness Module will provide a uniform analysis that will support budget requests and, as a result, support the fire preparedness needs of the five federal wildland fire management agencies, United States Department of Agriculture (USDA) Forest Service (FS), Department of Interior (DOI) Bureau of Land Management (BLM), DOI National Park Service (NPS), DOI Fish & Wildlife Service (FWS) and DOI Bureau of Indian Affairs (BIA).

The five federal wildland fire management agencies are undertaking the FPA System in order to comply with federal fire policy as well as in response to Congressional and Office of Management and Budget (OMB) direction that to develop and submit commonly derived budget requests for wildland fire preparedness.

The FPA System will re-engineer the business process and underlying analysis tools so that all five federal agencies utilize the same budget request process, models, assumptions, and displays. Budget alternatives will be rolled up across the agencies to facilitate global budget optimization. The FPA System is intended to take advantage of evolving technologies, such as geospatial information systems (GIS), as well as function with existing technologies and datasets.

The initial FPA Preparedness Module release will:

- Support interagency preparedness planning and budgeting.
- Be driven by land management objectives that guide the full range of appropriate management strategies on wildland fires.
- Use the full range of appropriate management strategies on wildland fires to analyze the cost effectiveness of each scenario and combine this analysis with an analysis of program management needs based upon overall program workload and complexity.
- Provide the ability to determine the effectiveness of a fire preparedness organization based on a range of total allowable costs (budget amount).

This project is a joint initiative between the FS, BLM, NPS, FWS, and BIA. The Forest Service is the lead agency for project management and contracting.

1.1.1 Business Need

The five federal wildland fire management agencies use three planning analysis models to determine the desired staffing and budget required for wildland fire programs. Presently, these five agencies use different systems to determine their wildland fire management program needs,

including preparedness resource planning. No one system has been able to adapt to the increasing fire program complexity, thereby creating the need for a new, interagency, FPA System.

The report titled Developing an Interagency, Landscape-scale Fire Planning Analysis and Budget Tool (a.k.a. “Hubbard Report”), provided at Appendix A, found that a comprehensive interagency fire planning and budget analysis process, identifying cost-effective programs to achieve the full range of fire management goals and objectives, is feasible and desirable. The Preparedness Module of the FPA System will be an interagency, automated system for fire preparedness resource planning. The need for developing the FPA System – and developing the Preparedness Module as the first installment of the system - derives from interagency policy and direction guiding the federal wildland fire programs, as well as specific Congressional and Executive Branch direction.

Federal wildland fire policy, developed in 1995 and reaffirmed in a 2001 review, specifically calls for developing a system with the characteristics of the FPA System. The policy states:

“Agencies will use compatible planning processes, funding mechanisms, training and qualification requirements, operational procedures, values-to-be-protected methodologies, and public education programs for all fire management activities.”

“Fire management planning, preparedness, prevention, suppression, fire use, restoration and rehabilitation, monitoring research, and education will be conducted on an interagency basis with the involvement of cooperators and partners.”

“Fire management programs and activities are economically viable, based upon values-to-be-protected, costs, and land and resource management objectives.”

Developing the FPA System is necessary for the federal wildland fire agencies to fully comply with the federal wildland fire policy.

A new preparedness planning model is also required as part of the *10-Year Comprehensive Strategy*. This document, provided at Appendix B, identifies specific steps that must be taken to realize measurable progress for reducing wildland fire risks to communities and the environment. One of these implementation tasks calls for a new program analysis system:

“Prepare and implement a consistent preparedness-planning model for Federal agencies that provides cost-effective fire protection among all administrative boundaries, considers State and local protection needs and resources in the wildland-urban interface, and is based on historic levels of fire activity.”

This implementation action will be accomplished through development of the FPA Preparedness Module.

Congress has provided additional direction to the five agencies to resolve concerns about the variation in methods utilized by the agencies to calculate fire readiness and distribute firefighting

resources efficiently. The Fiscal Year 2002 Appropriations Bill directed the Department of Agriculture and the Department of the Interior to:

“Develop and implement a coordinated and common system for calculating readiness which includes provisions for working with the shared fire fighting resources of the States and other cooperators and considers values of various resources on both Federal and other lands.”

Additional direction is expected in the Fiscal Year 2003 Appropriations Bill. Draft report language from the Appropriations Committee directs the Departments to design and develop a focused automated system for preparedness resource planning to replace the systems currently in use by the fire management agencies. The FPA Preparedness Module represents the first step towards achieving the broader vision outlined in the Hubbard Report. The time frame calls for design and implementation to be completed by the end of Fiscal Year 2004 (September 30, 2004).

Executive direction has reaffirmed the need to develop a new program analysis system. The Office of Management and Budget (OMB) has provided specific instruction:

“The five agencies will develop a common program analysis system that is more transparent and easy to understand, scientifically-based, peer-reviewed, performance-oriented, and based on specific protection goals rather than on theoretical resource values... Develop a system for use across agency boundaries that meets land management goals, considers benefits of fire to ecosystems, and incorporates protection of life and property.”

To meet the needs of the federal wildland fire program provided by federal policy guidance as well as Congressional and Executive Branch direction, the five agencies must develop a standard, integrated, interagency program analysis system. The FPA System is needed to fulfill the needs of these wildland fire management programs. Developing the FPA Preparedness Module is the first step towards achieving a standard, shared, and integrated system that will eventually support consistent analysis across the entire fire program.

1.1.2 Project Objectives for the Preparedness Module

The objective of the FPA Preparedness Module is to provide an automated system that will be used by the five federal land management agencies to support fire preparedness planning. Specific project objectives of the FPA Preparedness Module are to:

- Automate defined, reviewed, and approved business processes to support fire preparedness planning and budgeting.
- Define and approve policies, procedures, and standards to support the business requirements.
- Design the automated system to support the business process requirements.
- Develop and test software, databases, interfaces and required documentation that are consistent with the approved design.
- Deploy the software across all agencies.
- Support all target users by making training available in the new process.
- Establish a Help Desk for the user community and ensure it is operational.

- Implement a Service Level Agreement for ongoing maintenance and support.
- Provide project documentation per pertinent guidelines.
- Implement FPA Preparedness Module so that it is in use throughout the target user community.

1.1.3 Current Process

The fire preparedness planning process determines the recommended initial attack organization for a planning unit. Currently, each unit within each agency determines their recommended initial attack organization independently, regardless of other units or agencies within the vicinity.

There are two general approaches used by each of the five different agencies:

Initial Attack Simulation Approach -- The three agencies that use this approach (FS, BLM, and BIA) analyze alternative initial attack organizations and evaluate each alternative in terms of cost (C) and net value change (NVC). Net value change is determined by comparing pre-fire and post-fire values for various resources and expressing the change in terms of a dollar value. The analysis seeks to find the initial attack organization that results in the lowest C+NVC. The lowest C+NVC is referred to as the "Most Efficient Level" (MEL). No analysis is conducted to determine the levels of program management needed. The three agencies that use an initial attack simulation use the Interagency Initial Attack Analysis (IIAA) application program to perform this analysis at the field unit level.

Rule Based Approach -- Two agencies (NPS and FWS) utilize a rule-based approach for determining the recommended initial attack organization based on past fire activity, past fire program costs, program objectives, and other factors. This approach uses look-up tables to determine a single recommended organization. Program management staffing levels are also determined using additional rule bases and look-up tables. The National Park Service uses the FirePro application to conduct this analysis. FirePro is a COBOL application that is run once each year nationally from a central mainframe. The Fish & Wildlife Service uses the FireBase application. FireBase is a Visual Basic / MS Access implementation of the FirePro application.

1.1.4 Project Sponsors

The project is sponsored by the Forest Service, BIA, BLM, FWS, and NPS.

1.2 TASK ORDER OBJECTIVE

The objective of this order is to design, develop, and implement the overall architecture, requirements, and system that address the business and technical requirements for wildland fire initial attack preparedness planning and budgeting.

1.3 TASK ORDER SCOPE

1.3.1 Business Context

The scope of this immediate effort is limited to developing the Preparedness Module of the FPA System to address initial attack capabilities. The long-term, strategic objective of the FPA System will be to perform a federal, interagency, objective driven, performance based fire

program analysis for budgeting and organization planning. This structured analysis process will be useable at a landscape level across agency boundaries and will cover the full scope of fire management activities.

The FPA Preparedness Module will provide an automated system for fire suppression resource analysis, planning, and budgeting for wildland fire preparedness activities, including:

- Local and/or Interagency Landscape Level fire response activities
- Initial attack
- Equipment
- Facilities

The FPA Preparedness Module will establish a software and concept foundation for integrating future components, including:

- National Level fire response activities
- Extended attack
- Large fire support
- Wildland fire use
- Fuels management
- Emergency rehabilitation and restoration
- Prevention

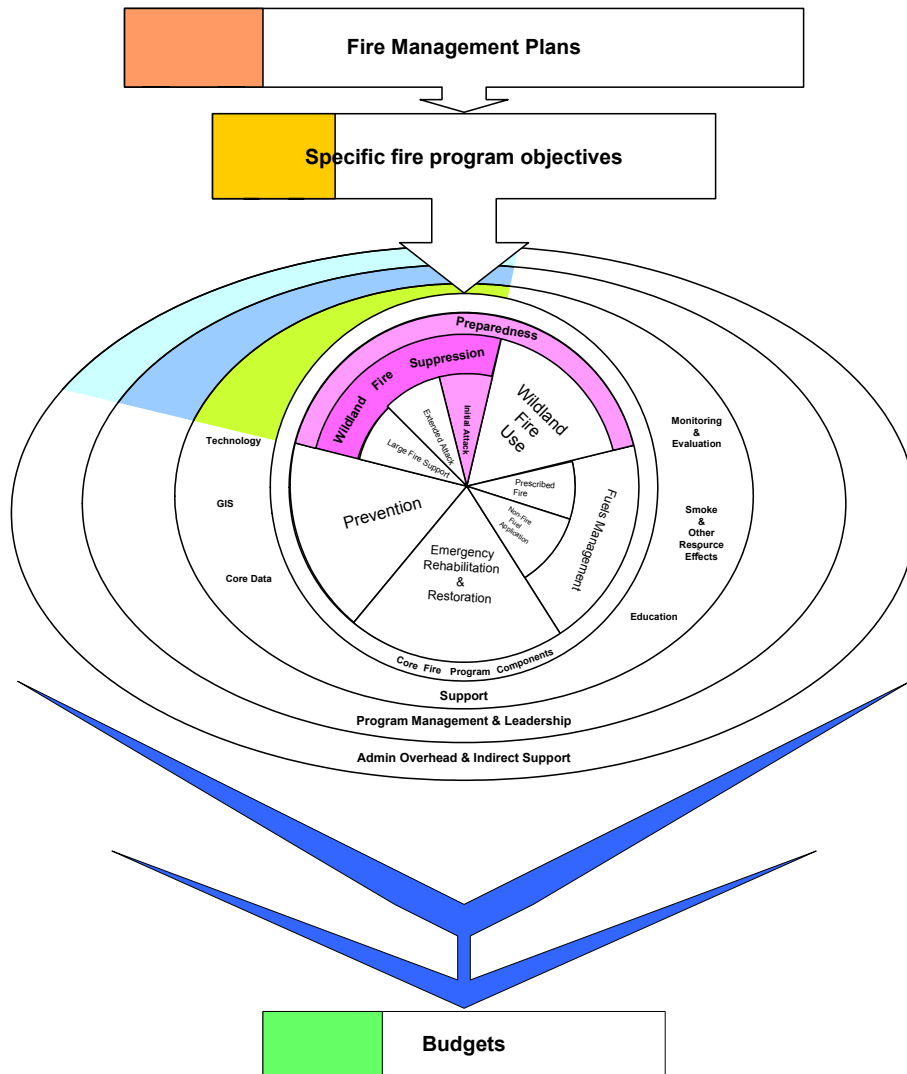
The following illustration depicts the full scope of activities of federal wildland fire management programs. Land and Resource Management Plans developed for federal land management units set general fire management objectives for an administrative unit. Fire Management Plans tier from these broad general management plans and describe more specific objectives for the fire management program. Fire Management Plans can be developed for a single administrative unit or collaboratively, among different units and across agency boundaries. However, every federal land management unit with burnable wildland vegetation is required to have a Fire Management Plan.

Fire management objectives are set for the following core program elements:

- Wildland Fire Suppression, including
 - Initial Attack
 - Extended Attack
 - Large Fire Support
- Wildland Fire Use
- Fuels Management, including
 - Prescribed Fire
 - Non-Fire Fuel Application
- Emergency Rehabilitation and Restoration
- Prevention

Preparedness refers to activities associated with both Wildland Fire Suppression and Wildland Fire Use. These program elements represent the core fire management program.

Context of the Fire Program Analysis - Preparedness Module



The previous illustration depicts the scope of the program elements included in the analysis provided by the FPA Preparedness Module. The Preparedness Module of the FPA System will deal with that **portion** of the fire management program that addresses initial attack preparedness activities. This module will account for the objectives, program elements, and associated costs that comprise only the initial attack preparedness portion of the fire management budget. It is also important to note that the first installment of the Preparedness Module will include initial attack readiness, but not extended attack and large fire support. These functions will be added in a later version of the FPA System.

Approximately 600 FS, BLM, NPS, FWS, and BIA end users at approximately 400 different physical locations will be expected to require routine access to the FPA Preparedness Module.

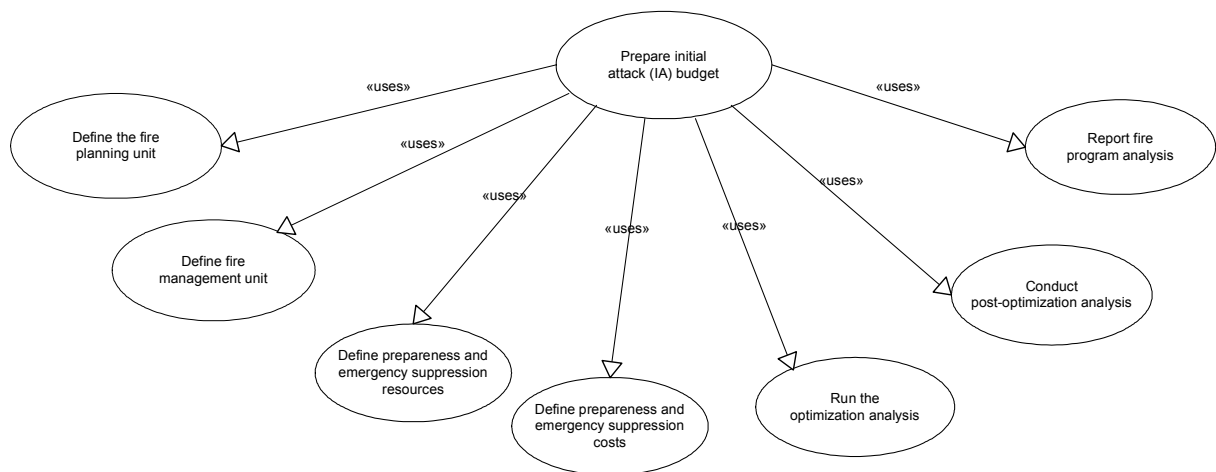
The resulting application and database are also intended to be a foundation for future enhancements that will add modeling and budget considerations for all other elements of the wildland fire management program. Up to 2,000 total users may need routine access to the future full FPA system.

Appendix M contains a glossary of FPA Preparedness module terms.

1.3.2 Functionality

The scope of this task order is to design, develop, and implement a software application that automates the fire preparedness planning and budgeting business process for initial attack. The new system functionality will support the primary business functions as shown in the following diagram and accompanying table. The Business Use Case Model (Appendix C) contains greater detail on each of the business processes. The requirements detailed in the Business Use Case Model are under development and have been since October 1, 2002. Requirements development will continue until contract award and will be made available at that time.

The following illustration shows the primary business functions contained within the FPA System Preparedness Module. Each function is described in the Business Function Description table.



The FPA project will not start from a blank slate. Existing fire preparedness planning and budgeting applications will provide a basis for agency and system integration and points of departure for enhancements to existing policy and procedures. User guides, system documentation and existing policy and procedures will be utilized for:

- **Interagency Initial Attack Analysis (IIAA) System:** Simulation of initial attack alternatives. Currently used by the FS, BLM and BIA in various forms.
- **FirePro:** NPS Rule-based approach to fire preparedness staffing level analysis.
- **FireBase:** FWS version of FirePro.
- **Personal Computer Historical Analysis (PCHA)** (Weather, climate and fire occurrence analysis)
- **FIRESTAT:** Forest Service Fire Occurrence Data.
- **DOI 1202:** DOI Fire Occurrence Data

Appendices D and E contain system documentation related to the IIAA, FirePro, and FireBase Systems. Documentation for other related databases and applications will be supplied as Government Furnished Information (GFI) at the time of task order award. Software metrics for the FPA Preparedness Module are estimated in Appendix L.

The design of the FPA Preparedness Module should consider the functionality required for future modules to be developed within the full FPA System. Please refer to the FPA Project Charter contained in Appendix F.

1.3.3 Non-functional Requirements

In addition to supporting the primary business functions contained within the FPA Preparedness Module, the FPA System will support additional requirements as defined by the FPA Project Team. Appendix G provides a prioritized list of system features, including some requirements that are non-functional in nature. Appendix G also provides definitions of non-functional requirements, which will be evaluated in further detail during the review and refinement of requirements tasks (Tasks #3, 4, and 5).

1.3.4 Tasks

The project will use an iterative development approach. The FPA Project Team has identified four development iterations:

- Iteration 1: Wildfire Containment Resource Allocation Optimization Model
- Iteration 2: FPA Data Inputs and User Interface
- Iteration 3: FPA Reports and Outputs
- Iteration 4: FPA National Database

Contractor proposals should outline how they would employ the iterative methodology to produce the deliverables shown below. The Contractor may propose additional or varied iterations to those listed above if the approach is more beneficial to the Government.

In the general project planning, the FPA Project Team prepared a Work Breakdown Structure (WBS) that is included for information only in Appendix H. The exact scope of the design work for this task order is as follows. A full detailed description of each task is listed in the Performance Requirements Section below. Due to current and future funding constraints, the

requirement is broken into a base task with 14 option tasks, which may or may not be exercised at the time of award.

Task 1. Develop and Maintain a Comprehensive Project Management Plan

Note: The tasks listed below are optional due to current funding constraints. However, the Forest Service intends to exercise all options, if contractor performance is satisfactory, as the funding becomes available. Depending on the estimation of costs, one or more may be exercised at time of contract award.

Task 2. Conduct Earned Value Reporting (Optional)

Task 3. Review and Refine Conceptual Architecture (Optional)

Task 4. Review and Refine Business Process Requirements (Optional)

Task 5. Define Technical Architecture (Optional)

Task 6. Develop Iteration 1: Optimization Model (Optional)

Sub-Task 6.1. Design Iteration 1 – Optimization Model

Sub-Task 6.2. Build Iteration 1 – Optimization Model

Sub-Task 6.3. Test Iteration 1 – Optimization Model

Task 7. Develop Iteration 2: Data Inputs/User Interface Module (Optional)

Sub-Task 7.1. Design Iteration 2 – Data Inputs/User Interface

Sub-Task 7.2. Build Iteration 2 – Data Inputs/User Interface

Sub-Task 7.3. Test Iteration 2 – Data Inputs/User Interface

Task 8. Develop Iteration 3: Reports and Outputs (Optional)

Sub-Task 8.1. Design Iteration 3 – Reports and Outputs

Sub-Task 8.2. Build Iteration 3 – Reports and Outputs

Sub-Task 8.3. Test Iteration 3 – Reports and Outputs

Task 9. Develop Iteration 4: National Database (Optional)

Sub-Task 9.1. Design Iteration 4 – National Database

Sub-Task 9.2. Build Iteration 4 – National Database

Sub-Task 9.3. Test Iteration 4 – National Database

Task 10. Prepare FPA Preparedness Module and User Documentation (Optional)

Task 11. Perform Verification and Validation (Beta Test) (Optional)

Task 12. Develop Data Migration Routines (Optional)

Task 13. Deliver FPA Preparedness Module (Optional)

Task 14. Develop and Conduct User Training (Optional)

Task 15. Develop Security Plan (Optional)

1.3.5 Release and Deployment Success Factors

The Congressional Appropriations Committee has indicated that it expects that a “limited system can be designed and implemented by the end of fiscal year 2004.”

The implication is that the system should be used during the planning cycle following September 2004. Fire preparedness planning is conducted during the winter months to develop budget submissions for the outyear budget. Thus, there is an expectation that the FPA Preparedness Modules will be used to plan the FY-2007 outyear budget during the winter of 2004-2005.

The implication for the development team is that the first three iterations must be operational by the winter of 2004-2005. The national database (iteration 4) is not required to be operational until the spring of 2005.

Defining the implementation of a “limited system” is important to be able to understand success criteria. Successful implementation of a “limited system” means:

- Agencies and Appropriators are aligned with the shift to FPA Version 1.0
- The FPA-PM local application works though there may still be issues with the user interface and output formats.
- Alpha and Beta tests are complete on the local application.
- A selected subset of pilot units use FPA to develop budgets in the winter of '04-'05. Not all units are expected to implement FPA in the first round of implementation.
- The national database is designed. There is good confidence that the national database shall be operational by spring 2005.
- FPA Version 1.0 system package and training is available for distribution
- FPA Version 1.0 Data Conversion utilities are available for distribution
- FPA Version 1.0 Rollout Plan is developed to support FY 2007 Budget Development during the winter of 2004-2005.

The technical proposals may address alternative strategies for implementation, such as identifying critical priority requirements for the initial release.

1.3.6 Related Items Outside this Task Order Scope

Follow-on tasks are not included in this scope.

Post-project tasks are also not included in this scope. These efforts may be procured under separate task order(s) and may include the following:

- User support and system maintenance
- Future FPA System modules and enhancements

1.4 PROJECT APPROACH

The FPA Project Team (see Appendix F) expects to work in close partnership with the contractor with open communication and maximum participation. Subject matter experts will be made available to the contractor as needed and according to the mutually agreed project plan (see Task #1). The contractor's review and validation tasks shall be completed utilizing joint work sessions. Participation shall include the FPA Project Team members and Federal fire management business community representatives (e.g. fire planners) selected by the FPA Team.

It is vital that the contractor develops a positive, professional, and productive relationship with the FPA Project Team and subject matter experts. This relationship is important to the successful acceptance and implementation of the FPA deliverables. Even the best system, if not accepted by the user community, will fail. The FPA Project Team is committed to project success and sees its contracting partners as critical contributors to the most positive outcome of this significant investment.

1.5 PERFORMANCE REQUIREMENTS

1.5.1 Task #1: Develop and Maintain a Comprehensive Project Management Plan.

The contractor shall develop and maintain a comprehensive project management plan including but not limited to:

- Detailed Project Work Breakdown Structure
- Project Schedule
- Quality Assurance & Test Plan
- Cost and schedule tracking and reporting
- Monthly status reports
- Quarterly management reviews
- Configuration management plan
- Risk management plan
- Communications plan

The contractor shall provide draft products to the FPA Team for review and validation. The contractor shall address comments and corrections to the Project Management Plan products.

1.5.2 Task #2 Conduct Earned Value Reporting (Optional)

The contractor should include a separate line item to maintain and report project earned value on a monthly basis using standard project control practices, procedures, and displays.

Descriptions of industry standard earned value management can be found at the Project Management Institute (www.pmi.org), NASA (evm.nasa.gov), DoD (www.acq.osd.mil/pm/evbasics.htm) or OMB Circular A-11 Section 7 (www.whitehouse.gov/omb/circulars/a11/2002/part7.pdf) website.

1.5.3 Task #3: Review and Refine Conceptual Architecture (Optional)

Appendix I presents the FPA Preparedness Module vision. The contractor shall conduct an overall review of the vision and document the FPA conceptual architecture. Additionally, the contractor shall provide an assessment and evaluation of the optimization formula (Appendix J) provided by the FPA Project Team and recommend improvements as necessary.

Prior to the definition of the technical architecture (Task 5), the contractor shall present the results of their review of the FPA conceptual architecture in the form of a Concept Paper along with their recommendations for improvements.

The contractor shall provide draft Optimization/LP Assessment and Concept Paper deliverables to the FPA Team for review and validation. The contractor shall address comments and corrections to the draft products.

1.5.4 Task #4: Review and Refine Business Process Requirements (Optional)

The contractor shall conduct a review of the requirements documents provided in Appendix C. The review will serve to ensure there is a common understanding between the contractor and the FPA Project Team of the requirements that shall be addressed in the FPA Preparedness Module development. The contractor shall produce a Requirements Specifications document which will be the baseline against which the build shall be designed. The Requirements Specifications document shall present prioritized functional requirements and shall be partitioned by development iteration. The contractor shall address comments and corrections to the requirements identified by the FPA Project Team.

1.5.5 Task #5: Define Technical Architecture (Optional)

The contractor shall analyze the technical architectures (hardware, operating systems, office software, e.g. MS Office, networks, desktops and servers) of each of the five federal wildland fire agencies (USDA Forest Service, USDI Bureau of Land Management, National Park Service, Fish & Wildlife Service and Bureau of Indian Affairs) to determine the technical architecture under which the FPA Preparedness Module should be deployed. This technical architecture must allow users from all five agencies to access and operate the application across agencies within a planning unit.

The contractor shall review and consider relevant agency enterprise architectures to ensure that the FPA Preparedness Module shall be capable of operating within these architectures. The contractor shall assess commercially available Linear Programming (LP) solvers for inclusion in the overall technical architecture as appropriate. The technical architectures of each of the agencies shall be assessed from available, documented Enterprise Architectures or through interviews with agency personnel where documentation is not available. Available technical and enterprise architecture information will be supplied to the contractor as GFI.

The contractor shall also recommend the overall technical architecture that will best support the system development and achieve project objectives. The recommended technical architecture shall include development software environment, database hosting environment, systems interfaces, security considerations, configuration management support, and hardware for development and hosting. The contractor shall assess and recommend alternatives for application languages to best meet the requirements, schedule, and budget of the FPA System development project.

The technical architecture should incorporate open architecture concepts and consider the FPA full system lifecycle allowing for future enhancements, particularly GIS capability. The Initial Attack Preparedness Module should employ data standards that will facilitate future integration with GIS data and technology.

The contractor shall present the recommendations for the FPA technical architecture in the form of a Technical Architecture Design document to the FPA Project Manager for review. The FPA Project Manager will review the Design and make comments.

The contractor shall address comments and corrections to the Technical Architecture Design document identified by the FPA Project Manager. Once these corrections are approved the document will become the technical architecture baseline against which development and deployment shall be based.

1.5.6 Task #6: Develop Iteration 1: Optimization Model (Optional)

This task will result in a functional Optimization Model including relevant input data tables and optimization results storage tables. The model will also have the ability to run the optimization for a range of budget levels. Interfaces to input tables and reports from output tables shall be developed in subsequent tasks.

Sub-Task 6.1 Design Iteration 1 – Optimization Model

Using the functional requirements, the contractor shall complete the logical design of the optimization model build and produce an Optimization Model Design Specifications document. The contractor may request additional focus group sessions, technical team meetings, conference calls, and personal contacts to clarify requirements and to ensure that the design specifications meet the business requirements. All relevant information should be incorporated into the detailed design specifications. The design should include mappings of the FPA Preparedness Module to all relevant data input and output tables, as well as details of routines to migrate legacy data into the new database.

Upon completion of the detailed design, the contractor shall conduct a detailed design review. The design review will serve to approve the design and authorize the contractor to proceed to the build stage for this iteration. The contractor shall address comments and corrections to the design identified by the review team. Once these corrections are approved the document will become the design baseline against which the Build will be constructed. This review shall be conducted at the contractor's site.

Sub-Task 6.2 Build Iteration 1 – Optimization Model

The contractor shall construct the Optimization Model as identified and approved in the associated design review. All forms, reports, utilities, and other program modules shall be constructed to support prototyping the wildfire containment resource allocation optimization model. All constructed modules shall be tested at the unit level.

The contractor shall implement the prototype using approved tools in compliance with the approved detailed design and established standards and procedures. Database tables shall be constructed, and existing shared tables integrated with the new system. The contractor shall internally document all source code per standards agreed upon with the FPA Project Team. All software, forms, tables, and reports shall be tested at the unit level.

Sub-Task 6.3 Test Iteration 1 – Optimization Model

The contractor shall conduct unit testing of each module after the module is built.

The contractor shall organize an end-to-end test of the application affected by the optimization model as specified in the contractor's Optimization Model Test Plan. The FPA Project Team will provide subject matter specialists to address questions concerning the fire preparedness planning business process. This team will review intermediate development products, such as optimization

model results, to ensure they meet FPA Preparedness Module business process needs, procedures and policies. Modules rejected during the alpha test shall be repaired and retested at the direction of the Contracting Officer's Representative (COR). The contractor shall deliver the Optimization Module Test Results document prior to initiating the next development iteration.

1.5.7 Task #7: Develop Iteration 2: Data Inputs/User Interfaces (Optional)

This task will result in a Functional User Interface to data tables required for optimization model inputs. Reports developed from the optimization results shall be developed in subsequent tasks.

Sub-Task 7.1 Design Iteration 2 – Data Inputs/User Interfaces

Using the baselined requirements, the contractor shall complete the logical design of the Iteration 2 build and produce a User Interface Design Specifications document. The contractor may request additional focus group sessions, technical team meetings, conference calls, and personal contacts to clarify requirements and to ensure the design specifications meet the user input and menu screen requirements. All relevant information should be incorporated into the detailed design specifications. Data rollout and transfers between the previous FPA Preparedness Module iteration (Optimization Model) should be designed.

Sub-Task 7.2 Build Iteration 2 – Data Inputs/User Interfaces

The contractor shall construct the Functional User Interface as identified and approved in the associated design review. All forms, utilities, and other program modules shall be constructed to support prototyping the input of data and usage of the wildfire containment resource allocation optimization model.

The contractor shall implement the prototype using approved tools in compliance with the approved detailed design and established standards and procedures. Database tables shall be constructed, and existing shared tables integrated with the new system. The contractor shall internally document all source code per standards agreed upon with the FPA Project Team. All software, forms, and menu screens shall be tested at the unit level.

Sub-Task 7.3 Test Iteration 2 – Data Inputs/User Interfaces

The contractor shall conduct unit testing of each module after the module is built.

The contractor shall organize an end-to-end test of the entire application affected by the FPA Preparedness Module as specified in the contractor's User Interface Test Plan. The FPA Project Team will provide subject matter specialists to address questions concerning the input data and menu screens. This team will review intermediate development products, such as forms, reports, and screens to ensure they meet FPA user needs, procedures, and policies. Modules rejected during the alpha test shall be repaired and retested at the direction of the COR.

The contractor shall test all components of the FPA Preparedness Module Iteration 2 within the context of the entire system. The contractor shall perform integration and build testing at the contractor's site for all menus, forms, and reports. Integration and Build test plans, test cases, test procedures, test data sets, and test reports shall be developed by the contractor as informal non-deliverable documents available for government review. The contractor shall deliver the User Interface Test Results document prior to the initiating the next development iteration. At the conclusion of the Integration testing, an In-Process Status Review shall be held based on the

optimization model and input screen design. The contractor may request that the FPA Project Team participate in this testing to identify issues, problems, and bugs prior to completion of this build.

1.5.8 Task #8: Develop Iteration 3: Reports and Outputs (Optional)

This task shall result in System Reports and Outputs that will display the results of the optimization model.

Sub-Task 8.1 Design Iteration 3 – Reports and Outputs

Using the baselined requirements, the contractor shall complete the logical design of the Iteration 3 build and produce a System Reports and Outputs Design document. The contractor may request additional focus group sessions, technical team meetings, conference calls, and personal contacts to clarify requirements and to ensure the design specifications meet the user output and reporting requirements. All relevant information should be incorporated into the detailed design specifications. Data rollout and transfers between the previous FPA Preparedness Module iterations (Optimization Model and Data Inputs/User Interfaces) should be designed.

Sub-Task 8.2 Build Iteration 3 – Reports and Outputs

The contractor shall construct the System Reports and Outputs iteration as identified and approved in the associated design review. All forms, utilities, reports, and outputs shall be constructed to support prototyping of the entire wildfire containment resource allocation optimization model.

The contractor shall implement the prototype using approved tools in compliance with the approved detailed design and established standards and procedures. Database tables shall be constructed, and existing shared tables integrated with the new system. The contractor shall internally document all source code per standards agreed upon with the FPA Project Team. All software, forms, and reports shall be tested at the unit level.

Sub-Task 8.3 Test Iteration 3 – Reports and Outputs

The contractor shall conduct unit testing of each module after the module is built.

The contractor shall organize an end-to-end test of the entire application affected by the FPA Preparedness Module as specified in the contractor's System Reports and Outputs Test Plan. The FPA Project Team will provide subject matter specialists to address questions concerning the input data and menu screens, optimization model results, and system outputs and reports. This team will review intermediate development products, such as forms, reports, and map products, to ensure they meet FPA Preparedness Module business process needs, procedures, and policies. Modules rejected during the alpha test shall be repaired and retested at the direction of the COR. The results of the alpha test will serve as the baseline for the beta test.

The contractor shall test all components of the FPA Preparedness Module Iteration 3 within the context of the entire system. The contractor shall perform integration and build testing at the contractor's site for all forms and reports. Integration and Build test plans, test cases, test procedures, test data sets, and test reports shall be developed by the contractor as informal non-deliverable documents available for government review. The contractor shall deliver the System Reports and Outputs Test Results document prior to the FPA System Beta Test phase. At the

conclusion of the Integration testing, an In-Process Status Review shall be held based on the optimization model, input screen design, and output/report capabilities. The contractor may request that the FPA Project Team participate in this testing to identify issues, problems, and bugs prior to completion of this build.

1.5.9 Task #9: Develop Iteration 4: National Database (Optional)

This task will result in a National Database containing the data and results of the FPA Preparedness Module optimization modeling.

Sub-Task 9.1 Design Iteration 4 – National Database

Using the baselined requirements, the contractor shall complete the logical design of the Iteration 4 build and produce a National Database Design Specifications document. The contractor may request additional focus group sessions, technical team meetings, conference calls, and personal contacts to clarify requirements and to ensure that the design specifications meet the database requirements. All relevant information should be incorporated into the detailed design specifications. Data rollout and transfers between the previous FPA Preparedness Module iterations should be designed.

Sub-Task 9.2 Build Iteration 4 – National Database

The contractor shall construct the National Database as identified and approved in the associated design review. The database shall be constructed to support prototyping of the entire wildfire containment resource allocation optimization model.

The contractor shall implement the prototype using approved tools in compliance with the approved detailed design and established standards and procedures. Database tables shall be constructed, and existing shared tables integrated with the new system. The contractor shall internally document all source code per standards agreed upon with the FPA Project Team.

Sub-Task 9.3 Test Iteration 4 – National Database

The contractor shall conduct unit testing of each module after the module is built.

The contractor shall organize an end-to-end test of the entire application affected by the FPA Preparedness Module as specified in the contractor's National Database Test Plan. The FPA Project Team will provide subject matter specialists to address questions concerning the database. This team will review intermediate development products to ensure they meet FPA business process needs, procedures, and policies. Modules rejected during the alpha test shall be repaired and retested at the direction of the COR. The results of the alpha test will serve as the baseline for the beta test.

The contractor shall test all components of the FPA Preparedness Module Iteration 4 within the context of the entire system. The contractor shall perform integration and build testing at the contractor's site. Integration and Build test plans, test cases, test procedures, test data sets, and test reports shall be developed by the contractor as informal non-deliverable documents available for government review. The contractor shall deliver the National Database Test Results document prior to the FPA Preparedness Module Beta Test phase. At the conclusion of the Integration testing, an In-Process Status Review shall be held based on the optimization model, input screen design, output/report capabilities, and National database construction. The

contractor may request that the FPA Project Team participate in this testing to identify issues, problems, and bugs prior to completion of this build.

1.5.10 Task #10: Prepare FPA Preparedness Module and User Documentation (Optional)

The contractor shall produce FPA Preparedness Module Installation, Systems Administration, and User Guides in digital and hardcopy format in time to support Training and Beta testing. The contractor shall specify documentation approaches and recommend standards. This documentation shall incorporate changes that may be made to the FPA Preparedness Module as a result of user feedback during the development process. The contractor shall coordinate with the FPA Project Team and shall produce a hypertext format, comprehensive FPA Preparedness Module Desk Reference Guide. The contractor shall also produce test documentation and training materials in digital and hardcopy format.

1.5.11 Task #11: Perform Verification and Validation (Beta Test) (Optional)

The contractor shall prepare a Beta Test Plan to guide the beta test of the FPA Preparedness Module. The contractor shall install the FPA Preparedness Module at its required locations, determined as part of the design task, for beta testing. The contractor shall provide just-in-time training to Beta Test users/administrators as necessary to operate the FPA Preparedness Module. The contractor shall establish a Help team operating during normal business hours of 9 to 5 Mountain Standard Time (MST) to support the beta test. The Help team shall monitor and document any user problems during the beta test period. Problems identified by users/administrators will be documented in a Problem Report and forwarded to the COR for review, acceptance and prioritization. Required fixes to the Beta software based on prioritized problems will be forwarded from the COR to the contractor to make the necessary fixes to the application. The contractor shall produce a consolidated user problem report.

The contractor shall make final revisions, approved by the FPA Project Team, to update the system with changes as a result of user problem monitoring. The modified application shall be loaded and tested prior to being deployed for installation on all applicable systems. Documentation shall be updated as required.

At the conclusion of the beta test, an Acceptance Test Readiness Review shall be held. An Acceptance Test Plan including test cases, procedures and data shall be produced based on the FPA Preparedness Module requirements. Problems shall be documented in an Acceptance Test Report and forwarded to the COTR for acceptance and prioritization. In accordance with the mutually agreed priorities, the contractor shall make the necessary changes to the FPA Preparedness Module. After modifications are completed, the FPA Preparedness Module shall be reloaded and retested. Tested revisions shall be installed on one Forest Service system. Sites shall be tested for and certified as complete by the government based on the acceptance criteria as defined in the Test Plan.

1.5.12 Task #12: Develop Data Migration Routines (Optional)

The contractor shall define and develop routines for migrating relevant data from the IIAA System, FirePro, and FireBase databases, as appropriate, into the new FPA Preparedness Module database. Routines shall include data cleansing logic as well as data archiving, moving and

loading routines. The contractor shall develop an FPA Preparedness Module Data Migration Plan that will be used to guide data migration effort.

1.5.13 Task #13: Deliver FPA Preparedness Module (Optional)

Once the FPA Project Team has accepted the FPA Preparedness Module, the contractor shall package the FPA Preparedness Module for deployment to approximately 400 locations within the five agencies. The contractor shall support deployment for a period of 60 days after Government acceptance.

1.5.14 Task #14: Develop and Conduct User Training (Optional)

The contractor shall provide FPA Preparedness Module User Training. An estimated five, twenty person “train-the-trainer” courses shall be conducted at various sites nationwide. All students shall be provided with FPA Training Documentation to include a workbook containing up-to-date handouts and information on the system. Training shall be closely coordinated with the Beta Site installation task. While there are an estimated 600 end-users at varying levels of computer proficiency expected to eventually use the FPA Preparedness Module, the 100 students who will attend “train-the-trainer” sessions are expected to have above average computer skills.

1.5.15 Task #15: Develop Security Plan (Optional)

The contractor shall prepare a Security Management Plan in accordance with National Institute of Standards and Technology (NIST) and all other applicable standards. The contractor shall provide a draft Security Management Plan to the FPA Team for review and validation. The contractor shall address comments and corrections to the draft plan.

1.5.16 Deliverables

All written documents shall be in hardcopy and digital form. MS Office will be considered the standard digital format for documentation.

The contractor shall meet delivery dates and milestones as established in the Deliverable Calendar and the FPA Preparedness Module Project Plan. The dates in this plan are based upon the deliverable dates negotiated and accepted in the contractor’s task order proposal project plan. These dates are based upon an expected award date of April 7, 2003.

Deliverable Calendar

| Task # | Deliverable Title | Draft | Final |
|---------------|--------------------------|-------------------------|-------------------------|
| 1 | Project Management Plan | 30 days following award | 60 days following award |
| 3 | Concept Paper | 30 days following award | 60 days following award |

| Task # | Deliverable Title | Draft | Final |
|---------------|---|-------------------------|-------------------------|
| 3 | Optimization/LP Assessment | 45 days following award | 65 days following award |
| 4 | Requirements Specifications | 45 days following award | 65 days following award |
| 5 | Technical Architecture Design | 45 days following award | 65 days following award |
| 6 | Optimization Model Design Specifications | 8/4/03 | 8/18/03 |
| 6 | Optimization Model | N/A | 12/29/03 |
| 6 | Optimization Model Test Plan | 8/4/03 | 8/18/03 |
| 6 | Optimization Model Test Results | 2/2/04 | 2/23/04 |
| 7 | User Interface Design Specifications | 11/10/03 | 11/24/03 |
| 7 | Functional User Interface | N/A | 4/12/04 |
| 7 | User Interface Test Plan | 11/10/03 | 11/24/03 |
| 7 | User Interface Test Results | 5/30/04 | 6/16/04 |
| 8 | System Reports and Outputs Design Specifications | 2/9/04 | 2/23/04 |
| 8 | System Reports and Outputs | N/A | 7/26/04 |
| 8 | System Reports and Outputs Test Plan | 2/9/04 | 2/23/04 |
| 8 | System Reports and Outputs Test Results | 9/27/04 | 10/12/04 |
| 9 | National Database Design Specifications | 5/10/04 | 5/24/04 |
| 9 | National Database | N/A | 10/04/04 |
| 9 | National Database Test Plan | 5/10/04 | 5/24/04 |
| 9 | National Database Test Results | 11/2/04 | 11/16/04 |
| 10 | FPA Preparedness Module Installation, Systems Administration, and User Guides | 9/27/04 | 1/17/05 |
| 10 | FPA Preparedness Module Desk Reference Guide | 9/27/04 | 1/17/05 |
| 11 | Beta Test Plan | 9/7/04 | 9/28/04 |
| 11 | Acceptance Test Readiness Review | N/A | 1/17/05 |
| 12 | FPA Preparedness Module Data Migration Plan | 9/7/04 | 9/28/04 |
| 13 | FPA Preparedness Module | N/A | 1/31/05 |
| 14 | FPA Training Documentation | 8/2/04 | 8/30/04 |
| 14 | FPA Preparedness Module User Training | N/A | 2/7/05 |
| 15 | Security Management Plan | 11/22/04 | 12/20/04 |

1.6 FACILITIES

The primary business location of the project is Boise, Idaho with a secondary location of Denver, Colorado. The primary work location of the contractor is at the discretion of the contractor. The FPA Project Team is located in Boise, Idaho. It is anticipated that frequent and regular contact between the contractor and the FPA Project Team will be required.

All work shall be performed at a facility to be provided by the contractor, with the exception of work performed at the BLM State Office in Boise, Idaho. The government can provide office

space for up to six contractor personnel at the BLM Idaho State Office in Boise, Idaho. The contractor shall provide prototyping/testing labs required during the alpha testing phase of this contract. The Contractor shall grant full and open access to work facilities, upon reasonable notice, to the Contracting Officer and any other representatives of the Government, including authorized Government consultants, for scheduled and periodic audits and inspections.

1.7 HARDWARE, SOFTWARE, AND SUPPLIES

The contractor shall provide software for the design and development of the FPA Preparedness Module.

The contractor shall provide all other necessary equipment, hardware, software, and supplies required to complete this contract.

A list of Government furnished information (GFI) is provided at Appendix K.

1.8 COMMUNICATIONS

Weekly conference calls between the contractor and project team are during contract performance. Additional calls may be scheduled as required by the Government or requested by the contractor. Access to these calls will be provided to the contractor on established Government conference call bridges.

Frequent meetings will be required between the Government and the contractor. Close day-to-day interaction between the FPA Project Team and the contractor is anticipated, particularly during the design and test phases of system development. Additional meetings may be scheduled as requested by the contractor. The contractor shall provide a meeting room during Government visits to the contractor's facility. The Government will provide facilities for meetings scheduled outside of the contractor's facility.

1.9 STATUS REPORTS

In addition to the update meetings, the contractor shall provide a written monthly report of activities that summarize the actions taken to complete the outstanding tasks. The contractor shall electronically submit the status report to the Contracting Officer (CO). As part of this report, the contractor shall provide the following:

- Date of each task item started
- Date of each task item completed
- Percentage completion of each task item
- Forecasted completion of each task item
- Actual cost of work performed to date by task
- A listing of issues and resolutions identified during each task.

1.10 TRAVEL

Travel will be required during the performance of this task order. The amount of travel will be a function of the contractor's location and approach. All travel shall be authorized in writing by the Contracting Officer's Representative (COR), with prior concurrence of the Contracting Officer, and will be reimbursed in accordance with the Federal Travel Regulations (FTR).

1.11 STANDARDS

During the life of the contract, the contractor shall ensure that all designs are accurately documented, including a narrative explanation.

The contractor shall produce deliverables that can be used by the FPA Project Team or other contract personnel to successfully build, test, and implement; train; and support the FPA Preparedness Module.

All interface components shall be designed in accordance with the current *Windows Interface Guidelines for Software Design* (Microsoft Press) and/or other industry guidelines approved by the Contracting Officer as a primary source for user interface standards.

1.12 QUALITY CONTROL AND QUALITY ASSURANCE

The FPA Project Team will review all submitted deliverables and contractor performance. Accuracy and quality of work will be based on comparisons with established business requirements, infrastructure requirements, and other documentation provided at the time of contract award and as modified in accordance with established procedures during contract performance. The contractor shall be measured against the following performance summary.

| Task # | Quality Standard | Means of Measurement | Corrective Action |
|---|--|---|---|
| 1. Develop and Maintain Comprehensive Project Management Plan | Delivery includes complete, understandable, and relevant information inclusive of all items listed in the Task 1.1 description. | <ul style="list-style-type: none">• Inspection upon delivery | <ul style="list-style-type: none">• Rework Final Deliverables at no cost to the Government (not applicable to Draft Deliverables)• Poor performance evaluation |
| 2. Conduct Earned Value Reporting (Optional) | Use generally accepted government and industry processes, tools, and techniques | <ul style="list-style-type: none">• Random audits and inspections• Review of output and/or reports | See Task 1 |
| 3. Review and Refine Conceptual Architecture (Optional) | Demonstrated understanding of the conceptual architecture and optimization model. | <ul style="list-style-type: none">• Inspection upon delivery | See Task 1 |
| 4. Review and Refine Business Requirements (Optional) | Common understanding of business requirements. | <ul style="list-style-type: none">• Inspection upon delivery | See Task 1 |
| 5. Define Technical Architecture (Optional) | Technical architecture design addresses all technical requirements, conforms to agency enterprise architectures, and allows for the full FPA | <ul style="list-style-type: none">• Design review | See Task 1 |

| Task # | Quality Standard | Means of Measurement | Corrective Action |
|---|---|---|--------------------------|
| | System lifecycle. | | |
| 6.1. Design Iteration 1 – Optimization Model (Optional) | Design of the optimization model is consistent with functional and technical requirements. | <ul style="list-style-type: none"> • Audits and/or inspections • Design review | See Task 1 |
| 6.2. Build Iteration 1 – Optimization Model (Optional) | Optimization model is constructed using approved tools and is in compliance with the approved detailed design and established standards and procedures. | <ul style="list-style-type: none"> • Audits and/or inspections | See Task 1 |
| 6.3. Test Iteration 1 – Optimization Model (Optional) | Optimization model results meet the established business needs, procedures, and policies and are documented in a results document. | <ul style="list-style-type: none"> • Audits and/or inspections • Inspection upon delivery | See Task 1 |
| 7.1. Design Iteration 2 – Data Inputs/User Interface (Optional) | Design of Iteration 2 is consistent with functional and technical requirements. | See Task 6.1 | See Task 1 |
| 7.2. Build Iteration 2 – Data Inputs/User Interface (Optional) | Iteration 2 is constructed using approved tools and is in compliance with the approved detailed design and established standards and procedures. | See Task 6.2 | See Task 1 |
| 7.3. Test Iteration 2 – Data Inputs/User Interface (Optional) | Iteration 2 results meet the established business needs, procedures, and policies and are documented in a results document. | See Task 6.3 | See Task 1 |
| 8.1. Design Iteration 3 – Reports and Outputs (Optional) | Design of Iteration 3 is consistent with functional and technical requirements. | See Task 6.1 | See Task 1 |
| 8.2. Build Iteration 3 – Reports and Outputs (Optional) | Iteration 3 is constructed using approved tools and is in compliance with the approved detailed design and established standards and procedures. | See Task 6.2 | See Task 1 |
| 8.3. Test Iteration 3 – Reports and Outputs (Optional) | Iteration 3 results meet the established business needs, procedures, and policies and are documented in a results document. | See Task 6.3 | See Task 1 |
| 9.1. Design Iteration 4 – National Database | Design of Iteration 4 is consistent with functional and technical | See Task 6.1 | See Task 1 |

| Task # | Quality Standard | Means of Measurement | Corrective Action |
|---|---|--|--------------------------|
| (Optional) | requirements. | | |
| 9.2. Build Iteration 4 – National Database (Optional) | Iteration 4 is constructed using approved tools and is in compliance with the approved detailed design and established standards and procedures. | See Task 6.2 | See Task 1 |
| 9.3. Test Iteration 4 – National Database (Optional) | Iteration 4 results meet the established business needs, procedures, and policies and are documented in a results document. | See Task 6.3 | See Task 1 |
| 10. Prepare FPA Preparedness Module and User Documentation (Optional) | All material is produced in the formats specified in the Task 9 description. Documentation incorporates user feedback received during system development. | <ul style="list-style-type: none"> • Inspection upon delivery | See Task 1 |
| 11. Perform Verification and Validation (Beta Test) (Optional) | FPA Preparedness Module results meet the established business needs, procedures, and policies and are documented in a results document. | <ul style="list-style-type: none"> • Acceptance Test Readiness Review | See Task 1 |
| 12. Develop Data Migration Routines (Optional) | FPA Preparedness Module contains all relevant legacy system data. | <ul style="list-style-type: none"> • Audits and/or inspections | See Task 1 |
| 13. Deliver FPA Preparedness Module (Optional) | The accepted FPA Preparedness Module is installed and operational at all designated locations. | <ul style="list-style-type: none"> • Inspection upon delivery | See Task 1 |
| 14. Develop and Conduct User Training (Optional) | Designated users have the documentation and hands-on experience for FPA Preparedness Module operation. | <ul style="list-style-type: none"> • Random inspections • Feedback from students | See Task 1 |
| 15. Develop Security Plan (Optional) | Documented plan meets NIST and all other applicable standards. | <ul style="list-style-type: none"> • Inspection upon delivery | See Task 1 |

The contractor and Contracting Officer will agree on an audit and inspection schedule at the pre-work meeting. The audits and/or inspections will occur at least near the end of each design task. The results of audits and inspections will be discussed with the contractor within a reasonable

period of time after each audit or inspection. The contractor shall be expected to correct any deficiencies noted during the audit or review in a timely manner.

Random audits, inspections, and visits may be made during contract performance. Random audits may be performed to ensure the corrective actions discussed and agreed to during the scheduled audits are being followed. The contractor will be notified a minimum of 48 hours prior to the audit. The results of these random audits will also be discussed with the contractor. Also, occasional visits to the contractor for the purposes of project promotion may occur on an as needed basis. The contractor will be notified a minimum of four (4) hours prior to the visit.

A separate contractor may be providing an independent validation and verification of the contractor's performance and deliverables. The contractor shall cooperate in this review.

The Government will gauge progress of the contractor based on the status reports and briefings, interim deliverables, design reviews and audits, reports on contractor testing, and contractor analysis and advice.

2.0 CONTRACT ADMINISTRATION INFORMATION

2.1 CONTRACTING OFFICER'S REPRESENTATIVES

The Contracting Officer will appoint technical representative(s) for this project. The COR will act as the Contracting Officer's representative for technical matters, providing technical information as necessary with respect to the specifications or statement of work. The COR is NOT the Contracting Officer and does NOT have the authority to take any action, whether directly or indirectly, that will change the pricing, quantity, quality, delivery schedule, or any other terms and conditions of the task order, or to direct the accomplishment of effort which goes beyond the scope of the task order's statement of work.

If, in the contractor's opinion, the COR requests or indicates an expectation of effort which would justify or require an equitable adjustment to the delivery order, the contractor shall promptly notify the Contracting Officer in writing. The contractor shall take no other action on that request or effort until the Contracting Officer has issued a change order or otherwise resolved the issue.

A formal letter of appointment of each COR will be provided to the contractor that further details the COR's role and responsibilities.

2.2 TASK ORDER INSPECTORS

In addition to the technical COR(s), it is anticipated that at least one Project Inspector will be designated under this task order. The presence or absence of a Government inspector does not relieve the Contractor from any contract requirement, nor is the inspector authorized to change any term or condition of the specification.

A formal letter of appointment of each Inspector will be provided to the contractor that further details the Inspector's role and responsibilities.

2.3 CHANGE MANAGEMENT PROCESS

A Change Management Board will manage all proposed contract changes. A Government change management custodian will collect changes suggested by end users, agency personnel, FPA Project Team members, or the Contractor. These changes will be consolidated and assigned a tracking number in accordance with a standard numbering system for change proposals (e.g. CO001). The Change Management Board will review all numbered change proposals. The Board will consist of the Contracting Officer, the contractor Project Manager or designee, the FPA Project Manager, and the FPA Business Lead. Additional members to the board may be added as required.

The board will evaluate all proposed changes. The Contracting Officer will forward contemplated changes to the contractor for proposed impact, timing, and pricing. The Change Management Board will also review proposed impact and pricing prior to acceptance. Any accepted changes will be incorporated formally into the contract in writing by modification by the Contracting Officer. No contract modifications will be issued without Contracting Officer approval.

The Change Management Board will meet once each month to review new proposed changes and contractor pricing and impact statements for previously submitted changes.

Urgent changes may be resolved outside of the regularly scheduled meetings with a quorum of board members and will be formally numbered and documented in accordance with the above process.

2.4 ACCEPTANCE OF DELIVERABLES

Unless otherwise specified in this task order, the Government shall accept or provide comments, within 15 working days, all work required by the task order or that portion of the work the Contracting Officer determines can be accepted separately

2.5 OWNERSHIP OF DEVELOPED SYSTEM

The Government will retain all rights and privileges of the software design and related documentation developed under this order and all other follow-on FPA orders.

The contractor may recommend commercial off-the-shelf (COTS) or other previously developed software components to support special functions within the application. The contractor shall be responsible for providing an estimate of initial and on-going cost relating to appropriate licensing for the intended use and maintenance.

2.6 FEDERAL ACQUISITION REGULATION (FAR) CLAUSES

FAR Clauses incorporated by Reference:

| | |
|-----------|---|
| 52.217-5 | Evaluation of Options (JUL 1990) |
| 52.222-43 | Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (MAY 1989) |
| 52.227-14 | Rights in Data--General (JUN 1987) |
| 52.227-17 | Rights in Data--Special Works (JUN 1987) |
| 52.227-18 | Rights in Data--Existing Works (Jun 1987) |

2.7 OPTION FOR INCREASED QUANTITY—SEPARATELY PRICED LINE ITEM (FAR 52.217-7) (Mar 1989)

The Government may require the delivery of the numbered line item, identified in the Schedule as an option item, in the quantity and at the price stated in the Schedule. The Contracting Officer may exercise each option by written notice to the Contractor 30 calendar days before completion of the previously exercised optional line item. Delivery of added items shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

Offerors shall complete the fill-ins for the following clause:

2.8 REPRESENTATION OF LIMITED RIGHTS DATA AND RESTRICTED COMPUTER SOFTWARE (FAR 52.227-15) (MAY 1999)

(a) This solicitation sets forth the work to be performed if a contract award results, and the Government's known delivery requirements for data (as defined in FAR 27.401). Any resulting contract may also provide the Government the option to order additional data under the Additional Data Requirements clause at 52.227-16 of the FAR, if included in the contract. Any data delivered under the resulting contract will be subject to the Rights in Data--General clause at 52.227-14 that is to be included in this contract. Under the latter clause, a Contractor may withhold from delivery data that qualify as limited rights data or restricted computer software, and deliver form, fit, and function data in lieu thereof. The latter clause also may be used with its Alternates II and/or III to obtain delivery of limited rights data or restricted computer software, marked with limited rights or restricted rights notices, as appropriate. In addition, use of Alternate V with this latter clause provides the Government the right to inspect such data at the Contractor's facility.

(b) As an aid in determining the Government's need to include Alternate II or Alternate III in the clause at 52.227-14, Rights in Data--General, the offeror shall complete paragraph (c) of this provision to either state that none of the data qualify as limited rights data or restricted computer software, or identify, to the extent feasible, which of the data qualifies as limited rights data or restricted computer software. Any identification of limited rights data or restricted computer software in the offeror's response is not determinative of the status of such data should a contract be awarded to the offeror.

(c) The offeror has reviewed the requirements for the delivery of data or software and states [offeror check appropriate block]--

☐ None of the data proposed for fulfilling such requirements qualifies as limited rights data or restricted computer software.

☐ Data proposed for fulfilling such requirements qualify as limited rights data or restricted computer software and are identified as follows:

Note: "Limited rights data" and "Restricted computer software" are defined in the contract clause entitled "Rights in Data--General."

2.9 PAYMENTS UNDER TIME AND MATERIALS AND LABOR HOUR CONTRACTS (FAR 52.232-7) (Dec 2002)

The Government will pay the Contractor as follows upon the submission of invoices or vouchers

approved by the Contracting Officer:

(a) *Hourly rate.*

(1) The amounts shall be computed by multiplying the appropriate hourly rates prescribed in the Schedule by the number of direct labor hours performed. The rates shall include wages, indirect costs, general and administrative expense, and profit. Fractional parts of an hour shall be payable on a prorated basis. Vouchers may be submitted once each month (or at more frequent intervals, if approved by the Contracting Officer), to the Contracting Officer or designee. The Contractor shall substantiate vouchers by evidence of actual payment and by individual daily job timecards, or other substantiation approved by the Contracting Officer. Promptly after receipt of each substantiated voucher, the Government shall, except as otherwise provided in this contract, and subject to the terms of (e) of this section, pay the voucher as approved by the Contracting Officer.

(2) Unless otherwise prescribed in the Schedule, the Contracting Officer shall withhold 5 percent of the amounts due under this paragraph (a), but the total amount withheld shall not exceed \$50,000. The amounts withheld shall be retained until the execution and delivery of a release by the Contractor as provided in paragraph (f) of this section.

(3) Unless the Schedule prescribes otherwise, the hourly rates in the Schedule shall not be varied by virtue of the Contractor having performed work on an overtime basis. If no overtime rates are provided in the Schedule and overtime work is approved in advance by the Contracting Officer, overtime rates shall be negotiated. Failure to agree upon these overtime rates shall be treated as a dispute under the Disputes clause of this contract. If the Schedule provides rates for overtime, the premium portion of those rates will be reimbursable only to the extent the overtime is approved by the Contracting Officer.

(b) *Materials and subcontracts.*

(1) The Contracting Officer will determine allowable costs of direct materials in accordance with Subpart 31.2 of the Federal Acquisition Regulation (FAR) in effect on the date of this contract. Direct materials, as used in this clause, are those materials that enter directly into the end product, or that are used or consumed directly in connection with the furnishing of the end product.

(2) The Contractor may include reasonable and allocable material handling costs in the charge for material to the extent they are clearly excluded from the hourly rate. Material handling costs are comprised of indirect costs, including, when appropriate, general and administrative expense allocated to direct materials in accordance with the Contractor's usual accounting practices consistent with Subpart 31.2 of the FAR.

(3) The Government will reimburse the Contractor for supplies and services purchased directly for the contract when the Contractor-

(i) Has made payments of cash, checks, or other forms of payment for these purchased supplies or services; or

(ii) Will make these payments determined due-

(A) In accordance with the terms and conditions of a subcontract or invoice; and

(B) Ordinarily within 30 days of the submission of the Contractor's payment request to the Government.

(4)(i) The Government will reimburse the Contractor for costs of subcontracts that are authorized under the subcontracts clause of this contract, provided that the costs are consistent with paragraph (b)(5) of this clause.

(ii) The Government will limit reimbursable costs in connection with subcontracts to the amounts paid for supplies and services purchased directly for the contract when the Contractor has made or will make payments determined due of cash, checks, or other forms of payment to the subcontractor-

(A) In accordance with the terms and conditions of a subcontract or invoice; and

(B) Ordinarily within 30 days of the submission of the Contractor's payment request to the Government.

(iii) The Government will not reimburse the Contractor for any costs arising from the letting, administration, or supervision of performance of the subcontract, if the costs are included in the hourly rates payable under paragraph (a)(1) of this clause.

(5) To the extent able, the Contractor shall--

(i) Obtain materials at the most advantageous prices available with due regard to securing prompt delivery of satisfactory materials; and

(ii) Take all cash and trade discounts, rebates, allowances, credits, salvage, commissions, and other benefits. When unable to take advantage of the benefits, the Contractor shall promptly notify the Contracting Officer and give the reasons. The Contractor shall give credit to the Government for cash and trade discounts, rebates, scrap, commissions, and other amounts that have accrued to the benefit of the Contractor, or would have accrued except for the fault or neglect of the Contractor. The Contractor shall not deduct from gross costs the benefits lost without fault or neglect on the part of the Contractor, or lost through fault of the Government.

(c) *Total cost.* It is estimated that the total cost to the Government for the performance of this contract shall not exceed the ceiling price set forth in the Schedule and the Contractor agrees to use its best efforts to perform the work specified in the Schedule and all obligations under this contract within such ceiling price. If at any time the Contractor has reason to believe that the hourly rate payments and material costs that will accrue in performing this contract in the next succeeding 30 days, if added to all other payments and costs previously accrued, will exceed 85 percent of the ceiling price in the Schedule, the Contractor shall notify the Contracting Officer giving a revised estimate of the total price to the Government for performing this contract with supporting reasons and documentation. If at any time during performing this contract, the Contractor has reason to believe that the total price to the Government for performing this contract will be substantially greater or less than the then stated ceiling price, the Contractor shall so notify the Contracting Officer, giving a revised estimate of the total price for performing this contract, with supporting reasons and documentation. If at any time during performing this contract, the Government has reason to believe that the work to be required in performing this contract will be substantially greater or less than the stated ceiling price, the Contracting Officer will so advise the Contractor, giving the then revised estimate of the total amount of effort to be required under the contract.

(d) *Ceiling price.* The Government shall not be obligated to pay the Contractor any amount in

excess of the ceiling price in the Schedule, and the Contractor shall not be obligated to continue performance if to do so would exceed the ceiling price set forth in the Schedule, unless and until the Contracting Officer shall have notified the Contractor in writing that the ceiling price has been increased and shall have specified in the notice a revised ceiling that shall constitute the ceiling price for performance under this contract. When and to the extent that the ceiling price set forth in the Schedule has been increased, any hours expended and material costs incurred by the Contractor in excess of the ceiling price before the increase shall be allowable to the same extent as if the hours expended and material costs had been incurred after the increase in the ceiling price.

(e) *Audit.* At any time before final payment under this contract the Contracting Officer may request audit of the invoices or vouchers and substantiating material. Each payment previously made shall be subject to reduction to the extent of amounts, on preceding invoices or vouchers, that are found by the Contracting Officer not to have been properly payable and shall also be subject to reduction for overpayments or to increase for underpayments. Upon receipt and approval of the voucher or invoice designated by the Contractor as the "completion voucher" or "completion invoice" and substantiating material, and upon compliance by the Contractor with all terms of this contract (including, without limitation, terms relating to patents and the terms of (f) and (g) of this section), the Government shall promptly pay any balance due the Contractor. The completion invoice or voucher, and substantiating material, shall be submitted by the Contractor as promptly as practicable following completion of the work under this contract, but in no event later than 1 year (or such longer period as the Contracting Officer may approve in writing) from the date of completion.

(f) *Assignment.* The Contractor, and each assignee under an assignment entered into under this contract and in effect at the time of final payment under this contract, shall execute and deliver, at the time of and as a condition precedent to final payment under this contract, a release discharging the Government, its officers, agents, and employees of and from all liabilities, obligations, and claims arising out of or under this contract, subject only to the following exceptions:

(1) Specified claims in stated amounts, or in estimated amounts if the amounts are not susceptible of exact statement by the Contractor.

(2) Claims, together with reasonable incidental expenses, based upon the liabilities of the Contractor to third parties arising out of performing this contract, that are not known to the Contractor on the date of the execution of the release, and of which the Contractor gives notice in writing to the Contracting Officer not more than 6 years after the date of the release or the date of any notice to the Contractor that the Government is prepared to make final payment, whichever is earlier.

(3) Claims for reimbursement of costs (other than expenses of the Contractor by reason of its indemnification of the Government against patent liability), including reasonable incidental expenses, incurred by the Contractor under the terms of this contract relating to patents.

(g) *Refunds.* The Contractor agrees that any refunds, rebates, or credits (including any related interest) accruing to or received by the Contractor or any assignee, that arise under the materials portion of this contract and for which the Contractor has received reimbursement, shall be paid by the Contractor to the Government. The Contractor and each assignee, under an assignment entered into under this contract and in effect at the time of final payment under this contract, shall execute and deliver, at the time of and as a condition precedent to final payment under this contract, an assignment to the Government of such refunds, rebates, or credits (including any

interest) in form and substance satisfactory to the Contracting Officer.

(h) *Interim payments.*

(1) Interim payments made prior to the final payment under the contract are contract financing payments. Contract financing payments are not subject to the interest penalty provisions of the Prompt Payment Act.

(2) The designated payment office will make interim payments for contract financing on the 30th day after the designated billing office receives a proper payment request. In the event that the Government requires an audit or other review of a specific payment request to ensure compliance with the terms and conditions of the contract, the designated payment office is not compelled to make payment by the specified due date.

2.10 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (FAR 52.232-19) (APR 1984)

Funds are not presently available for performance under this contract beyond September 30, 2003. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond September 30, 2003, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

2.11 PRIVACY OR SECURITY SAFEGUARDS (FAR 52.239-1)

The contractor shall not publish or disclose in any manner, without the Contracting Officer's written consent, the details of any safeguards either designed or developed by the contractor under this contract or otherwise provided by the Government.

To the extent required to carry out a program of inspection to safeguard against the threats and hazards to the security, integrity, and confidentiality of Government data, the contractor shall afford the Government access to the contractor's facilities, installations, technical capabilities, operations, documentation, records, and databases.

If new or unanticipated threats or hazards are discovered by either the Government or the contractor, or if existing safeguards have ceased to function, the discoverer shall immediately bring the situation to the attention of the other party.

2.12 KEY PERSONNEL (AGAR 452.237-74) (Feb 1988)

The contractor shall assign to this project the following key personnel:

- Project Manager
- Chief Software Design Architect
- Systems Analyst
- Technology Specialist

During the first ninety (90) days of performance, the contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The contractor shall notify the Contracting Officer within 5 business days after the occurrence of any of these events and provide the information required below. After the initial ninety (90) day period, the contractor shall submit the information required below to the Contracting Officer at least 15 calendar days prior to making any permanent substitutions of key personnel.

The contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Any proposed substitutes should have comparable qualifications to those of the person being replaced. The Contracting Officer will notify the contractor within 15 calendar days after receipt of all required information of the decision on substitutions. The task order will be modified to reflect any approved changes of key personnel.

3.0 INSTRUCTIONS AND EVALUATION FACTORS

3.1 PROPOSAL PREPARATION INSTRUCTIONS

The deadline for receipt of proposals is February 28, 2003, no later than 12 noon, MST. The proposal must include one original signed technical proposal and one original cost proposal plus 12 copies of each document. Additionally, a Compact Disc containing the Technical and Cost Proposals and the Offeror's GSA Schedule 70 Contract shall be submitted. Each of the parts shall be separate and complete so that evaluation of one may be accomplished independently from evaluation of the other. The technical proposal must not contain reference to cost; however, resource information (such as data concerning labor hours and categories, materials, subcontracts, etc.) must be contained in the technical proposal so that the contractor's understanding of the statement of work may be evaluated.

The Government will evaluate proposals in accordance with the criteria set forth below. Oral presentations may also be held and evaluated as set forth below.

3.1.1 Technical Proposal

The technical proposal will be used to make an evaluation and arrive at a determination as to whether the proposal will meet the requirements of the Government. Therefore, the technical proposal must present sufficient information to reflect a thorough understanding of the requirements and a detailed description of the methodology, techniques, procedures, and program for achieving the objectives of the statement of work. Proposals that merely paraphrase the requirements of the Government's statement of work or use such phrases as "will comply" or "standard techniques will be employed" will be considered unacceptable and will not be considered further.

At a minimum, the proposal must provide adequate information on each of the evaluation criteria described below which clearly demonstrates ability to perform the required work satisfactorily. Technical proposals shall include the following sections:

- **Technical and Management Approach.** The Contractor must detail the specific tasks and timelines for accomplishment of each task. Additionally, the proposal must include the following:
 - Delivery Schedule
 - Technical Approach
 - Innovation in Technical Approach
 - Staffing Plan
 - Key Personnel (AGAR 452.237-74 (Feb 1988))
 - Communication Strategy
- **Corporate Experience in Design and Development.** The Contractor shall describe corporate experience in design and development (refer to Evaluation Criteria) citing specific examples of past projects completed. Include an example of your best work.
- **Past Performance.** At least five recent references for projects of a similar technical implementation of a client environment and/or project approach. Include the name of the customer, contract number, dollar amount, time of performance, and name and

phone number of the project officer or representative. For those contracts with less than positive performance, provide a description of the problems and the efforts made to correct and prevent future occurrences.

- Corporate Experience in Similar Efforts. The Contractor shall describe corporate experience in optimization modeling, wildland fire management systems, and/or emergency preparedness planning systems citing specific examples of past projects completed.

In addition, the proposal must provide the same information for each proposed major subcontracted area of work including name, address, and point of contact for each proposed subcontractor and their relevant qualifications and experience.

The technical proposal may not exceed 50 content pages (not including cover pages, table of contents, and dividers) formatted on standard 8 ½ x 11 paper. Minimum font size allowable for body text is 11 points. A font size of 8 points is acceptable within tables and figures. Proposals that exceed the page limitation will be reviewed only to the last page allowable under the above restriction.

Technical proposals will be evaluated and rated by a Technical Evaluation Board (TEB) who may have access to the price proposals.

All or part of the successful offeror's technical proposal may be incorporated in any task order resulting from this solicitation.

3.1.2 Cost/Price Proposal

A cost/price proposal shall be required as set forth below to determine reasonableness and cost realism of proposed costs. **The Offer Cover Sheet and Schedule of Items shall be completed and returned with the cost proposal.**

It is anticipated that a Time and Materials Task Order will be awarded as a result of this solicitation. To this end, the offeror shall provide the proposed GSA labor categories, proposed hourly rates (along with a copy of the GSA negotiated hourly rates), estimated hours and the estimated material costs needed to meet the requirements of the base task and each optional task included in this Task Order as outlined below. Offerors should provide separate cost estimation for each task in accordance with FAR 52.217-5, Evaluation of Options.

Note: Offerors are encouraged to submit their most favorable labor rates considering the magnitude of the task order.

The estimated cost shall also include any other incidental costs related to performance of the required services. Travel shall be reimbursed at no greater than the current Federal Travel Regulations (FTR).

The information requested above shall be submitted in the format found in Attachment 1.

| <u>Task #</u> | <u>Task</u> |
|------------------------|--|
| Base Task | |
| 1 | Develop and Maintain Comprehensive Project Management Plan |
| Optional Tasks: | |
| 2 | Conduct Earned Value Reporting |
| 3 | Review and Refine Conceptual Architecture |
| 4 | Review and Refine Business Process Requirements |
| 5 | Define Technical Architecture |
| 6 | Develop Iteration 1 – Optimization Model |
| 7 | Develop Iteration 2 – Data Inputs/User Interface |
| 8 | Develop Iteration 3 – Reports and Outputs |
| 9 | Develop Iteration 4 – National Database |
| 10 | Prepare FPA System and User Documentation |
| 11 | Perform Verification and Validation (Beta Test) |
| 12 | Develop Data Migration Routines |
| 13 | Deliver FPA System |
| 14 | Develop and Conduct User Training |
| 15 | Develop Security Plan |

The optional tasks may or may not be awarded at time of award depending on the availability of funding. However, in accordance with FAR 52.217-5, the estimated costs for the optional tasks will be evaluated.

The offeror shall also provide a copy of the current General Services Administration (GSA) Federal Supply Schedule (FSS) Group 70 contract along with the cost proposal. (As previously mentioned this should be submitted on CD)

Each of the sections discussed above shall be separate and complete so that evaluation of one may be accomplished independently of the other. Note: The technical proposal must not contain reference to cost.

3.1.3 Oral Presentation (if required)

The Government may require contractors determined to be in the competitive range to give an oral presentation of their technical proposal to the Technical Evaluation Board (TEB). The presentations will be held at a location to be determined in Boise, Idaho. The TEB, the Contracting Officer, and the FPA Project Team will be the audience for the presentation. The information presented will be solely for the purposes of evaluation in selecting a contractor and will not constitute part of the offer.

The Government will provide a room with tables and chairs. The Government will also provide an LCD projector, projection screen, power, and power cords.

The government reserves the right to request an oral presentation by all offerors determined to be in the competitive range.

The following information is provided to facilitate the oral presentations, should they be required.

Schedule for Presentation

If required, a presentation date and time will be scheduled with each offeror, determined to be in the competitive range, within two weeks following proposal submission. If at all possible, offerors will be given at least one week advance notification.

The order in which offerors will make their oral presentations to the TEB will be determined by a lottery drawing by the Contracting Officer. No rescheduling of presentations will be made unless determined necessary by the Government to resolve unanticipated problems or delays encountered in the presentation process.

Offerors shall make their oral presentations in person to the Technical Evaluation Board. Submission of videotapes or other forms of media containing the presentation for evaluation is not authorized and shall be rejected.

Time Allotted for Presentations

Each offeror shall have a maximum of two hours in which to make its entire oral presentation to the panel. An additional 30 minutes is reserved for the panel to ask questions and clarify the information presented.

Each offeror shall have a 30 minute set-up time prior to the appointed time of the beginning of the presentation and another 30 minute breakdown time after the conclusion of the presentation.

Presentation Team

Only members of the offeror's or subcontractor's in-house staff shall participate in the presentation. An exception will be made only for individuals proposed to perform on the contract who are not currently employed with the offeror or subcontractor, such as the Program Manager. For major portions of work to be subcontracted, members of the subcontractor's staff shall make that portion of the presentation relating to the work its firm will accomplish. Offerors are strongly encouraged to have the individuals proposed to fill key positions, like the Program Manager, participate in the presentation or be present. Within these constraints, offerors shall have the option of selecting the participants to make the oral presentation to the panel. The offeror is limited to six personnel present for the presentation.

The offeror shall provide any person(s) required for operation of equipment or handling support functions.

Documentation

Prior to the start of the presentation, the offeror shall provide to the panel a listing of the names, firms, and position titles of all presenters and twelve copies of any presentation materials, such as slides or view graphs, which are used in the presentation. The Government will not accept for evaluation any additional documentation (such as procedures manuals, administrative handbooks, or guides, etc.) which may or may not have been referenced during the presentation.

No price information shall be included in the oral presentation narrative or briefing charts. However, resource information, such as data concerning labor hours and categories, material, subcontracts, etc., may be presented in support of the understanding of the technical criteria.

The Government anticipates videotaping each offeror's presentation. Such videotapes will be used by the panel, if necessary, during scoring of the technical proposal. A copy of the videotape will be provided, upon request, to the offeror for its records. No other videotaping will be permitted.

Presentation Content

Since proposals will have just recently been submitted, the offeror should assume the oral presentation audience has not yet reviewed any offer materials.

The offeror shall provide information during the oral presentation for each of the following:

1. Evidence of relevant experience
2. Distinguishing characteristics of the offeror's technical proposal

In addition, the offeror should demonstrate the following:

3. Communication style
4. Willingness for collaboration
5. Ability to be a team player and integrate with the FPA Team
6. Understanding of the emergency management services culture
7. Alignment with the FPA mission

Clarification of Presentation

After completion of the oral presentation, the Government may request clarification of any presentation points addressed which are unclear and may ask for elaboration by the offeror on any point which has not been adequately supported or addressed in the presentation. The additional time for clarifications will not count against the two-hour time limit of the presentation.

3.2 EVALUATION FACTORS

Proposals shall be prepared in accordance with the technical proposal preparation instructions. The Technical Evaluation Board will evaluate each technical proposal strictly on its content and will not assume that performance will include anything not specified in the proposal. The following factors will be used in the technical evaluation process. The first four factors are listed in descending order of importance and when combined, are significantly more important than cost or price. The Government reserves the right to request oral presentations if necessary.

1. Technical and Management Approach

- Offered delivery schedule for **each** task and deliverable described in the section titled "Performance Requirements"
- Degree of understanding of the technical requirements including design and development methodology and assumptions

- Innovation of technical approach to include the rationale and expected advantages to the Government
- Quality and depth of skilled labor and management outlined in a staffing plan (including sub-contracting plan if applicable) provides appropriate skill mix to support the requirements of this project and meet proposed delivery dates
- Qualifications, rationale for assignment, percentage of time devoted to contract for the proposed key personnel. Substantiation for the individual's suitability and qualifications will be determined from profiles or resumes, reference checks, and oral discussions (if the Government chooses to conduct them).
- Demonstrates plan to effectively interface and communicate with the FPA Project Team

2. Successful Corporate Experience in Design and Development

The government will consider corporate experience within the last 3 years in:

- Application and system design
- Application and system building
- Prototyping application systems
- Application and system testing
- Application and system user and system support training
- System and user documentation development
- Application and system rollout
- Developing applications for use in mission critical environments
- Developing relational database architectures

3. Past Performance

- Offeror demonstrates ability to fulfill the requirements and expectations of this task order by providing evidence of relevant past work achievements within the last three (3) years.

4. Successful Corporate Experience in Similar Efforts

- Corporate experience in developing analysis systems. Additional consideration will be given to experience in optimization models, wildland fire management systems or emergency preparedness planning systems.

5. Cost

- Price/Cost proposals will be evaluated after evaluation of the technical proposals. Each proposal shall be evaluated to determine its reasonableness for the effort proposed and to determine the demonstrated understanding of the level of effort needed to successfully perform the services. Additionally, the offeror's proposed labor mix, labor rates and total estimated cost will be evaluated to determine cost realism. Results of the price/cost proposal evaluation, along with the results of the technical proposal evaluation will be the basis for the best value award decision.

Firms that fail to provide a complete response to the evaluation criteria will be considered non-responsive and will not be considered further.

3.3 AWARD DETERMINATION

Award may not necessarily be made for technical capabilities that would appear to exceed those needed for the successful performance of the work. The Government reserves the right to make cost/technical trade-offs that are in the best interest and are the most advantageous to the Government. Award will be made to that offeror (1) whose proposal is technically acceptable and (2) whose technical and cost relationship is most advantageous to the Government. The Government intends to evaluate proposals and reserves the right to award a contract without discussions. However, the Government may after evaluation of proposals, conduct further oral or written discussions as appropriate with all offerors whose proposals are within the competitive range.

Award will be made to that offeror whose proposal is determined to be most advantageous to the Government, cost and other factors considered.

3.4 QUESTIONS

Offeror questions during the solicitation phase of this task order shall be submitted electronically to the Contract Specialist at: jlbartlett@fs.fed.us. The closing date for these written questions is fourteen (14) calendar days from the date the Request for Proposal is released. Facsimile questions will not be accepted. The Government will provide responses to all questions to all offerors as soon as practical and not later than five (5) business days after the closing date for questions.

3.5 TASK ORDER TIMELINE

| | |
|-------------------|---|
| December 20, 2002 | Distribute RFP Synopsis/Announcement |
| January 3, 2003 | Publish DRAFT Statement of Work and request comments |
| January 13, 2003 | Contractor deadline for comments/questions |
| January 24, 2003 | Publish statement of work and request proposals |
| February 7, 2003 | Contractor deadline for questions and submission of intent to propose |
| February 14, 2003 | Government release of answers to questions |
| February 28, 2003 | Deadline for receipt of proposals, no later than 12 noon, MST. Late proposals will not be accepted. The clause FAR 52.214-7, "LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF BID", is hereby incorporated by reference. Facsimile and email offers will not be accepted. |
| March 24, 2003 | Contractor oral presentations, as required |
| April 7, 2003 | Latest anticipated date of Government award of the task order. If delay in award is encountered, an additional day of time will be added to the required delivery of all task order deliverables for each day after April 7, 2003. |

3.6 TASK ORDER PROPOSAL CONTACT INFORMATION

| | |
|----------------------------|---|
| Contracting Officer: | Cheryl Smith |
| POC (Contract Specialist): | Joy L Bartlett |
| Phone: | (303) 275-5556 |
| Fax: | (303) 275-5299 |
| Email: | jlbartlett@fs.fed.us |
| Mailing Address: | USDA Forest Service Attn: Contracting PO Box 25127 Lakewood CO 80225 |
| Overnight Address: | USDA Forest Service Attn: Contracting 740 Simms Street Golden CO 80401 |

APPENDICES

Appendix A: Developing an Interagency, Landscape-scale Fire Planning Analysis and Budget Tool

Appendix B: 10-Year Comprehensive Strategy

Appendix C: Business Requirements

Appendix D: Interagency Initial Attack Analysis (IIAA) Containment Model and Database Technical Documentation

Appendix E: FirePro and FireBase System Documentation

Appendix F: FPA Project Charter

Appendix G: Additional FPA Requirements

Appendix H: Sample Work Breakdown Structure (WBS)

Appendix I: FPA System Vision

Appendix J: Optimization Model – Mathematical Formula

Appendix K: Government Furnished Information (GFI)

Appendix L: FPA Software Metrics (Function Points, Source Lines of Code (SLOC))

Appendix M: Glossary